



Maryland Department of Budget & Management

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Office of Budget Analysis

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CECILIA JANUSZKIEWICZ
Deputy Secretary

July 22, 2004

Memorandum

TO: All Department and Independent Agency Budget Directors

FROM: David A. Treasure, Acting Executive Director of Budget Analysis

SUBJECT: Supplement Number 1 to the FY 2006 Operating Budget Instructions

This supplement to the FY 2006 Operating Budget Instructions contains the following additions and revisions:

- 1. FY 2006 Strategic Budgeting Submission Date – Agencies required to provide the strategic budgeting materials should submit the Departmental/Agency Strategic Planning Summary with the rest of the strategic budgeting materials on the assigned budget request submission date.** The Strategic Budgeting Guidelines distributed at the budget workshops instructed agencies to submit the Departmental/Agency Strategic Planning Summary to DBM by July 28, 2004 (page 34). This summary should still be reviewed by your agency's assigned Deputy Chief of Staff in the Governor's Office before submission.
- 2. Managing for Results Materials (Page 11) should be submitted to the Department of Budget and Management no later than August 31, 2004.**
- 3. Revised address for Telecommunications contact (page 48) –** The correct room number for Ms. Kathy Shaw is Room 1304.
- 4. Budget Enhancement Proposals Section 3 (page 62 and 65) -** Identify the appropriate "Five Pillars of the Ehrlich-Steele Administration" supported by the initiative on the DA-21 form. ***Please delete all the characters (E, PS, H & E, C, FR) that do not apply.*** The original instructions used a numeric reference to the pillars. **A revised DA-21 sample is attached.**

If you should have any questions, please contact Kurt Stolzenbach at 410-260-7416 or your assigned analyst.

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